



CITY OF HOUSTON

Job Posting

	DJB	
1	Applications accepted from:	ALL PERSONS INTERESTED
2		
3	Job Classification	DIVISION MANAGER - EX. LEVEL
4	Posting Number	PN# 112693
5	Department	PARKS AND RECREATION
6	Division	GROUNDS MAINTENANCE
7	Section	ADMINISTRATION
8	Reporting Location	2999 SO. WAYSIDE
	Workdays & Hours	M-F 8:00 A.M. TO 5:00 P.M.*
		*Subject to change
9	DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS This executive level position will oversee, direct and manage the following sections/functions: 1) Ground Maintenance, (manage ground maintenance quality assurance section for support and inspection of programs); 2) Court Restitution Program, (manage all aspects of program for compliance and placement); 3) Internship program (implement program to recruit interns for Forestry and Grounds Maintenance); 4) Financial (manage all aspects of the division's annual budget goals by forecasting budget development, planning and expenditures; 5) Develop and manage bids, outsourcing agreements and contract compliance. Will also be responsible for volunteer programs for ground maintenance projects. Manage, train, develop, counsel and evaluate staff performance. Oversee recruitment, seasonal hiring and orientation for temporary employees. Utilize Azteca to generate reports for grounds maintenance management, as well as developing and producing various other reports. Assist the Deputy Director with special projects and perform other duties as assigned.	
10	WORKING CONDITIONS The position is physically comfortable, the individual has discretion about walking, standing, etc.	
11	MINIMUM EDUCATIONAL REQUIREMENTS Requires a Bachelor's degree in Business Administration, Accounting, Engineering, Parks and Recreation Management or a closely related field.	
12	MINIMUM EXPERIENCE REQUIREMENTS Seven (7) years of progressive professional experience closely related to the activities of the division are required, with at least three of the years in a supervisory capacity. A Master's degree in Business Administration, Public Administration or a field closely related to the activities of the division may be substituted for two years of experience. Directly related professional experience may be substituted for the education requirement on a year for year basis.	
13	MINIMUM LICENSE REQUIREMENTS Must have a valid Texas Driver's License and comply with the City of Houston's policy on driving (AP 2-2).	
14	PREFERENCES	
15	SELECTION/SKILLS TESTS REQUIRED	NONE
16	SAFETY IMPACT POSITION <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.	
17	SALARY INFORMATION Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is: <div>Salary Range - Pay Grade 29 \$1,885- \$2,757 Biweekly \$49,010 - \$71,682 Annually</div>	
18	OPENING DATE	August 23, 2006
19	CLOSING DATE	Open until filled
20	APPLICATION PROCEDURES Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1 st floor. Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 845-1056. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.	
	An equal opportunity employer	